TRANSMITTAL SLIP	DATE

TO: Protocol Branch

ROOM NO. 7E31	BUILDING HQS

REMARKS:

FROM:

ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

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2 9 AUG 1964

MEMORANDUM FOR: Director of Data Processing

STAT

FROM:

Acting Executive Secretary, Honor and Merit Awards Board

STAT

SUBJECT: Certificate of Merit -

STAT

    1. I am pleased to note that you have approved award of the Certificate of Merit to _____ in recognition of his exceptional achievements for the Agency. Please inform him of the award, of the security provisions governing it as set forth in the attached memorandum from the Security Advisor, Honor and Merit Awards Board, and advise him that the Protocol Branch, Office of Personnel, will contact him to arrange presentation of the award.

    2. We are committed to present awards as soon as possible after their approval. When you have contacted the awardee, please ask a member of your staff to mail the attached "Return Copy" of this memorandum to the Protocol Branch, indicating the date of your notification and a telephone number on which the awardee can be reached.

/S/

STAT

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Attachments

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